



# City of Tempe

## CASH MANAGEMENT SUPERVISOR

### JOB CLASSIFICATION INFORMATION

|  |                    |                                 |   |
|--|--------------------|---------------------------------|---|
| <i>Job Code:</i>                       | 335                | <i>FLSA Status:</i>             | Exempt                                    |
| <i>Department:</i>                     | Financial Services | <i>Salary / Hourly Minimum:</i> | \$65,913                                  |
| <i>Supervision Level:</i>              | Supervisor         | <i>Salary / Hourly Maximum:</i> | \$88,540                                  |
| <i>Employee Group:</i>                 | TSA                | <i>State Retirement Group:</i>  | ASRS                                      |
| <i>Status:</i>                         | Classified         | <i>Market Group:</i>            | Financial Reporting & Analysis Supervisor |
| <i>Safety Sensitive / Drug Screen:</i> | No                 | <i>EEO4 Group:</i>              | Professionals                             |
| <i>Physical:</i>                       | No                 |                                 |   |

### REPORTING RELATIONSHIPS

Receives direction from the Controller or from other management staff.

Exercises direct supervision over technical accounting staff.

### MINIMUM QUALIFICATIONS

|                    |  |
|--------------------|--|
| <i>Experience:</i> | Three (3) years of accounting, cash management or investment portfolio management experience, preferably in a municipal or government environment.                                 |
| <i>Education:</i>  | Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance or degree related to the core functions of this position. |

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of complex professional level duties involving the City's cash management (cash inflows and outflows) and investment programs; to monitor, analyze and interpret investment portfolio performance and make decisions regarding asset allocation and optimal investment instruments; to develop, implement and ensure compliance with City-wide cash handling and cash collection and disbursement procedures; and to performs financial analysis and accounting functions.

### OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Plan, assign and review work of accounting staff; participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary procedures including performance improvement plans, and provide guidance on the individual development plans.
- Plan, schedule, organize, and supervise the accounts payable process and the cash reconciliation (deposits) process.
- Provide assistance to City staff regarding accounting principles and procedures.
- Develop and implement a program to ensure City-wide compliance with established cash handling, cash collection and payment procedures; schedule and perform departmental reviews for compliance with established procedures and provide guidance, support and training to departmental personnel in appropriate cash handling and cash collection techniques.
- Provide guidance and support to IT and various levels of management and staff throughout the City with regards to POS systems/subsystems, and provide guidance for various aspects of recording incoming revenue and reconciliation procedures.
- Develop policies, procedures and cash flow projections to maximize investment opportunities and ensure safety and liquidity in the portfolio; compile, monitor, analyze and interpret investment portfolio performance reports and make decisions in accordance with the City's investment policy; analyze and interpret investment portfolio performance results and revise asset allocations; keep abreast of the fixed income bond market and current economic conditions.
- Prepare and monitor the interest income revenue forecast; develop and maintain cash flow forecasts for operating, debt service and capital project funds of the City.
- Coordinate all banking functions as the bank liaison for the City.
- Prepare accounting journal entries to record investment activity, interest allocations, state shared revenue, property tax revenue, and other financial transactions.
- Review, analyze and monitor financial aspects of specific City contracts and agreements; calculate interest on claim settlements and estimate interest earnings for debt issuances.
- Reconcile investments to the general ledger; reconcile trust bank accounts to the general ledger; maintain bond records; coordinate all debt service payments with the bank; prepare accounting journal entries to record debt service payments.
- Maintain ongoing contact with outside entities such as banks, bond brokers, trust companies, State Treasurer's office, and Local Government Investment Pool as regards investment related matters.
- Prepare or coordinate monthly investment and cash management status reports for distribution to City management.
- Prepare specific financial documents, statistical summaries and other materials for inclusion in the City's Comprehensive Annual Financial Report; research and summarize data; ensure compliance with certain accounting standards; prepare specific audit lead schedules; and interact with external auditors.

- Make recommendations and implement policies with regard to the City's cash management processes with emphasis on internal controls.
- Provide pro-active performance planning utilizing performance management tools.
- Performs related duties as assigned.

## PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

## COMPETENCIES

| <i>CLASSIFICATION LEVEL</i> | <i>INCLUDES</i> | <i>COMPETENCIES</i>  |
|-----------------------------|-----------------|--|
| Foundational                | All Employees   | Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn |
| Non-Supervisory             | In Addition >   | Teamwork, Customer Service, Initiative, and Dependability / Reliability                              |
| Supervisory                 | In Addition >   | Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others                   |
| Manager                     | In Addition >   | Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring       |
| Deputy Director             | In Addition >   | Entrepreneurship and Networking  |
| Director                    | In Addition >   | Organizational Vision  |

*For more information about the City of Tempe's competencies for all classifications:*

[City of Tempe, AZ : Competencies](#)

## JOB DESCRIPTION HISTORY

*Effective June 2008*

*Revised August 2012 (changed title, updated functions)*